



# TOSHA INSTRUCTION

TENNESSEE DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT  
DIVISION OF OCCUPATIONAL SAFETY & HEALTH

**DIRECTIVE NUMBER:** CPL-TN 2.501 CH-1 | **EFFECTIVE DATE:** October 22, 1999

**SUBJECT:** Change to Local Emphasis Program - Carbon Monoxide

- A. **PURPOSE:** To transmit page changes of subject instruction to correct an error.
- B. **DOCUMENT AFFECTED:** TOSHA Instruction CPL-TN 2.501; dated September 16, 1999; Subject: Local Emphasis Program - Carbon Monoxide.
- D. **BACKGROUND:** Changes are necessary to Paragraph F., Page 7, to be in line with federal IMIS requirements.
- E. **ACTION:** Remove pages 7/8 from TOSHA Instruction CPL 2.501 and insert the attached replacement pages.
- F. **EFFECTIVE DATE:** This instruction change is effective upon receipt and shall remain in effect until cancelled or superseded.



Health section and Health inspections where CO exposures are either eliminated, reduced or measured must be identified so they can be tracked. The following guidelines shall be applied when recording inspections conducted under this LEP or other inspections of worksites where high levels of carbon monoxide are measured:

1. Current instructions for completing the appropriate inspection classification boxes Items 25(c) on the Inspection Report, OSHA-1 Form.
  - a. The OSHA-1 for any inspection under this LEP shall be recorded under "Local Emphasis Program" (Item 25c.). Record "CARBMNOX" in the field in Item 25c. (NOTE: The entry is made with ALL CAPS).
  - b. The OSHA-1 for any programmed inspection scheduled under this Local Emphasis Program shall be marked "Planned" (Item 24h.) and "Local Emphasis Program" (Item 25c.) Record "CARBMNOX" in the field in Item 25c.
  - c. The OSHA-1 for any unprogrammed inspection where high carbon monoxide levels are found shall be marked as unprogrammed (Item 24 a. through g. as appropriate). In addition it shall be marked "Local Emphasis Program" (Item 25c.). Record "CARBMNOX" in the field in Item 25c.
2. Current instructions for completing the appropriate inspection classification boxes Item 29 on the Visit Form, Consultation 30 Form.

The 30 Form for any inspection under this LEP shall be recorded under "Local Emphasis Program" (Item 29). Record "CARBMNOX" in the field in Item 29. (NOTE: The entry is made with ALL CAPS).
3. Current Instructions for completing the Direct Reading Form are on the OSHA-93 Form.
  - a. The CSHO will complete the Direct Reading Form (93) in accordance with the IMIS Manual.
  - b. The Area Office Secretary will copy all OSHA-93's and send them with the inspection case file to the Central Office Secretary.
  - c. The Health Secretary will batch the OSHA-93's to the Operations Manager.

- d. The Operations manager will enter the Direct Reading Form (93) into the NCR Database.
- e. The CSHO will send a memorandum to the Central office which indicates the parts per million (ppm) reductions in carbon monoxide exposures through the use of administrative controls or engineering controls. A copy of a sample memo is included in Appendix B. The memo will contain at least the following information:

CSHO-ID

Reporting-ID

Inspection Number

Job title of worker

CO level before reduction

CO level after reduction

Type of CO Control (Use of or proper use of PPE, Administrative or Engineering Control)

- (a) That information will be recorded by the Operations Manager in the tracking database.

- 4. Current Instructions for completing the Direct Reading Form are on the Consultation-93 Form:

- a. The Consultant will complete the Direct Reading Form 93 in accordance with the IMIS Manual.
- b. The Consultant will enter the Consultation-93 into the NCR Database.
- c. The Consultant will send a memorandum to the IH Consultation Supervisor which indicates the parts per million (ppm) reductions in carbon monoxide exposures through the use of administrative controls or engineering controls. A copy of a sample memo is included in Appendix B. The memo will contain at least the following information:

CSHO-ID

Reporting-ID

Inspection Number

Job title of worker